

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2016-27**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

**POSITION:** Law Clerk  
**OPENING DATE:** April 15, 2016  
**CLOSING DATE:** May 6, 2016  
**DEPARTMENT:** Governor's Office/Government Affairs Office  
**SALARY RANGE:** E-8; \$25,329-\$37,994

**Position Summary:**

Under direct supervision of the Government Affairs Director and/or In-House Attorney, the Law Clerk assists in all aspects of legal services including performing legal analysis, researching and preparing legal files and documents. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Conducts legal and legislative research as assigned;
- Prepares briefs and legal memorandum as assigned.
- Prepares and drafts legal correspondence as requested.
- Compiles references on jurisprudence required for legal analysis.
- Assists with drafting legislation, codes, policies and procedures.
- Drafts reports and recommendations of assigned legal issues.
- Performs additional tasks as assigned.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Consistently applies the Pueblo's Core Values and Workforce Values supporting Workforce Excellence.
- Performs other duties as required.

**Minimum Qualifications:**

Bachelor's degree required. Candidate must have successfully completed at least one academic year of law school. A background of study in Federal Indian Law is preferred.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Law Clerk is designated as a Moderate Risk Public Trust (MRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

**Knowledge, Abilities, and Skills:**

- Knowledge of Federal Indian Law.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of legal terminology.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to maintain good working relationships with individuals of varying social and cultural backgrounds; to maintain professional relationships with co-workers.
- Ability to work independently and meet strict time lines.
- Skill in preparing, reviewing, and interpreting legal documents and publications.
- Skill in gathering, analyzing, and organizing information.
- Skill in computer use, including Word, Excel, Access, Outlook, PowerPoint and software unique to program.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POLEmployment@lagunapueblo-nsn.gov](mailto:POLEmployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**